

# Schools Forum Agenda

Thursday, 25 September 2014

**4.30 pm – 6.30 pm** , Committee Room 4 - Civic Suite  
Lewisham Town Hall  
London SE6 4RU

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<b>Item</b>	<b>Pages</b>
1. Minutes of Last Meeting	1 - 5
2. Matters Arising	
3. Energy Efficiency In Schools	6 - 20
This report updates members on the carbon emissions data for 2013/14 and looks at ways to improve energy efficiency.	
4. Financial Update & Budget Monitoring	21 - 28
This report updates members on the latest financial events and looks at the monitoring position.	
5. Funding Reviews	29 - 32
It was agreed in December to have a rolling review of funding over the coming year rather than to leave all the decisions to the budget setting meeting. The report covers the latest position on Trade Union Support.	
6. Financial Management In Schools	33 - 42
This paper provides schools carry forward benchmarking data and looks at indicators to gauge schools financial management performance. It then discusses ways in which schools could be supported.	
7. Council Savings & Service Level Agreement Charges	
The Council's Budget proposals for the next year will be published the day before the Forum meeting. Officers will table at the meeting a paper that looks at the proposals being put forward within the Children and Young People's Directorate. It then will consider the impact on schools.	

8. School Places

43 - 46

This updates members with the latest position on school places and the capital consequences.

9. Any Other Business

**Dates of Future Meetings**

11 December 2014

15 January 2015 (Reserve date if needed to discuss budget)

7 February 2015

19 March 2015

All meetings 4.30 to 6.30pm

## LEWISHAM SCHOOLS FORUM

### Minutes of the meeting held on Thursday 19th June 2014

Membership (Quorum = 40% i.e. 8)

✓ = present

✗ = absent

		Attendance
<b>Primary School Headteachers</b>		
Irene Cleaver	Athelney	✓
Steve Davies	Coopers Lane	✗
Liz Booth	Dalmain	✓
Paul Moriarty	Good Shepherd	✗
Lisa Pearson	Torridon Infants	✗
Michael Roach	John Ball	✓
<b>Nursery School Headteacher</b>		
Nikki Oldhams	Chelwood	✓
<b>Secondary School Headteachers</b>		
Anne Potter	Addey & Stanhope	Apologies
Bob Ellis	Conisborough College	Apologies
David Sheppard	Leathersellers Federation	✓
Carolyn Unsted (Chair)	Sydenham	✓
<b>Special School Headteacher</b>		
Lynne Haines	Greenvale	✓
<b>Pupil Referral Unit Headteacher</b>		
Liz Jones	Abbey Manor	Apologies
<b>Primary &amp; Special School Governors</b>		
Keith D'Wan	Athelney	✓
Dame Erica Pienaar	John Ball	✓
Mark Simons	Coopers Lane	✗
<b>Secondary &amp; Secondary Special School Governors</b>		
Simon Nundy	Trinity	✓
James Pollard	Addey & Stanhope	✗
VACANT	Special School	
<b>Academies</b>		
Declan Jones	Haberdashers' Aske's	✓
<b>16-19 Consortium Rep</b>		
Theresa Williams	LeSoCo	✗
<b>Early Years Rep</b>		
Cathryn Kinsey	Clyde Nursery	✗
<b>Diocesan Authorities</b>		
Rev Richard Peers	Southwark Diocesan Board of Education	✗
Stephen Bryan	Education Commission	✗

<b>Also Present</b>	
Frankie Sulke	Executive Director
Alan Docksey	Head of Resources & Performance
Dave Richards	CYP Group Finance Manager
Hayden Judd	Principal Accountant – Schools Team
Janita Aubun	Clerk
Kim Knappett	Teacher Unions (ALT)

## **Apologies for Absence**

An apology was received from Anne Potter, Bob Ellis & Liz Jones.

### **1. Minutes of Meeting held on 20th March 2014**

The minutes were agreed and signed by the Chair.

### **2. Matters Arising**

#### Disclosure and Barring Service (DBS)

Alan Docksey reported two Disclosure and Barring Service (DBS) clearances remain long outstanding for teachers, and that their pay will be suspended if this is not received. The threat of this had led to satisfactory action on the other outstanding cases.

### **3. End of Year Financial Position**

Hayden Judd presented the report for Forum to consider the schools' carry forward position at the end of the financial year and put forward options for capping schools with excess balances. Consideration was also given towards the final position of the DSG at the end of the financial year.

Note - the issue of single status appeals was raised at Forum and the potential impact that this has on Greenvale School's balances.

Recommendations agreed:-

Forum agree that all schools that had an excess balance as @ 31 March 2013 and where that balance has increased as @ 31 March 2014 with no valid or verified reason given,

- (a) The school will be sent a letter requesting an appropriate spend plan. The proviso is that if it is not utilised by year end, the excess balance will be capped.
- (b) Finance officers will monitor the progress on the agreed plan during the year.

### **4. Budget Update**

Dave Richards presented a paper which looked at a number of items including the DSG notification, Fair Funding consultation, consultation regarding converting non-recoupment academies and amending the funding of LAs for pupils in free schools from 2015-16.

#### School Funding Reforms

Lewisham would not receive any extra funding. The Local Authorities that would receive extra are shown in Appendix A to this agenda item.

#### School Budget Plans 2014 – 2017

90% returned.

10% nil return – Finance are investigating the outstanding returns.

#### Universal Infant Free School Meals

Schools have received draft notifications of funding for this. A final allocation for academic year 2014/15 will be calculated in May 2015 based on actual numbers.

Forum noted the following recommendations:-

- the new funding proposals issued by the DFE
- the consultation on academy recoupable funding
- the new level of DSG at £268.6M
- the latest position on the Universal Free Meals Grant
- the position on the school budget plans
- the schools that are likely to apply for a licensed deficit

### **5. Investment Proposal For 19-25 PMLD Provision**

Report presented by Alan Docksey.

- Proposal to extend the age range of Greenvale Special School and to provide 20 places for 19-25 year olds with PMLD.
- The expectation is that the proposal would generate an annual DSG revenue saving of £270K with estimated capital spend of £1.2M. Pay-back period 5 years.

The Forum agreed to support the use of £1.25M of DSG-CERA to support the project.

### **6. Funding Reviews**

Report presented by Hayden Judd.

#### Issues discussed:

- A proposal to pass collaborative funding directly to schools or to Banker schools.

➤ Progress of the Lewisham Futures Board

Agreements:-

The Chair proposed and Forum agreed that the collaborative funding agenda item be taking to Primary Strategic including SEN funding.

## 7. Education Services Grant Consultation

Report presented by Alan Docksey to discuss and note the DFE consultation paper on how education services can be provided more innovatively and efficiently.

- The paper comes across as a manifesto for Local Authorities to charge schools for a range of activities that are considered LA responsibilities and to look at shared services in certain areas. The approaches set out in the ESG consultation are part of those being employed by the Lewisham Futures Board in its work to identify savings.

The contents of the paper were noted by Forum.

## 8. Any Other Business

Chair informed Forum of Erica Pienaar's ennoblement to Dame Erica Pienaar and this was applauded by Forum which extended its congratulations.

Irene Cleaver – Primary Head at Athelney School. Forum was advised that this will be her last Schools Forum meeting. Irene was thanked for her contribution to the Forum's work.

Meeting closed 6.20pm

Date of next meeting 25 September 2014

### SCHOOLS FORUM ACTION SUMMARY – from schools forum 20<sup>th</sup> March 2014 & 19<sup>th</sup> June 2014

ITEM	ACTION TO BE TAKEN	OFFICER(S) RESPONSIBLE FOR ACTION	OUTCOME/CURRENT POSITION
<b>Schools</b>			

<p><b><u>Forum</u></b> <b><u>20/3/14</u></b></p> <p><b>3. Energy Policy</b></p>	<p>Data on energy consumption to be produced.</p>	<p>Martin O'Brien</p>	<p>To be reviewed at September 2014 Forum</p>
<p><b><u>Schools Forum</u></b> <b><u>19/6/14</u></b></p> <p><b>3. End of Year Financial Position</b></p>	<p>A list of the deficit schools to be produced for the Chair.</p>	<p>Dave Richards</p>	<p>For Carolyn Unsted to speak to the schools concerned.</p>
	<p>Benchmarking of Lewisham school balances against others in London.</p>	<p>Dave Richards</p>	<p>To be reviewed at September 2014 Forum</p>
	<p>Case study of excess balances factors for a secondary, primary &amp; a special</p>	<p>Hayden Judd</p>	<p>To be reviewed at September 2014 Forum</p>
	<p>Progress report on the Single Status appeals &amp; timetable for completion</p>	<p>Diane Parkhouse</p>	<p>Pending</p>
<p><b>6. Funding Reviews</b></p>	<p>Collaborative Funding admin proposal – agreement to go to Primary Strategic</p>	<p>Hayden Judd</p>	<p>For follow up with Sue Tipler</p>

## Energy efficiency in schools

### 1. Purpose of the Report

- 1.1 This report updates the Schools Forum on carbon emissions data for 2013/14 and offers an opportunity to identify follow up activity for schools individually and collectively.

### 2. Recommendation

- 2.1 The Schools Forum is invited to:
- Discuss the data presented in Appendices 1 and 2
  - Use the form provided at Appendix 4 to request follow up support and information
  - Agree the proposal to spend £2,750 to create a portal for schools to use to access energy management data

### 3. Summary

- 3.1 On the 20<sup>th</sup> March the Schools Forum approved the Council's draft Energy Policy and the inclusion of a target for a 20% reduction in carbon emissions per pupil across the schools estate over the period 2012/13-2017/18.
- 3.2 As noted in the report prepared for that meeting, carbon emissions are a good proxy for energy expenditure as well as a measure of environmental impact.
- 3.3 At the 20<sup>th</sup> March meeting the Schools Forum requested a report for the first year's data setting out the figures for all schools. A table with this information is enclosed at Appendix A.
- 3.4 It is important to note that the table does not equate to performance on energy. The schools estate includes a range of very different buildings and individual schools are often restricted in what they can do. The purpose of this report is to encourage all schools to identify areas where they can take action and to identify individual and collective opportunities to respond to some of the constraints to driving energy efficiency.
- 3.5 This report sets out existing, and some potentially additional opportunities for schools in improving energy efficiency and reducing carbon emissions:
- School access to energy data
  - Sharing of existing good practice in schools
  - Energy audits
  - Sources of up front funding for energy efficiency works including SALIX loan



- Procurement options including the RE:FIT framework
- Renewables
- Staff and pupil engagement

#### **4. Schools consumption data**

##### Progress against target

- 4.1** The Council introduced a new Energy Policy in 2014 with a target to reduce emissions from per pupil from school sites by 20% over 5 years from 2012-13 to 2017-18.
- 4.2** Across school sites (not including academies or pupil referral units) there has been a 9% reduction in total emissions per pupil from 2012-13 to 2013-14. This figure has been calculated using Defra conversion factors for CO<sub>2</sub> emissions per kWh and using the schools summer roll figures of 33,930 pupils in 2012-13 and 34,762 in 2013-14.

##### Notes on CO<sub>2</sub> emissions data

- 4.3** The table in Appendix 1 shows all schools divided into Primary, Secondary and Special schools and ranked by carbon emissions per pupil (carbon emissions are from electricity and gas consumption only). Schools have been spilt in this way because secondary and special schools tend to have higher emissions per pupil than primary schools.
- 4.4** Column 1 shows the rank for 2013-14. Column 3 shows the carbon emissions for the financial year 2013-14, using predominantly the figures calculated for Carbon Reduction Commitment (CRC) legislation and supplemented by additional data from council greenhouse gas reporting for the small number of supplies that do not fall under the legislation. CRC conversion factors have been used to calculate the emissions from consumption figures in kWh (these are slightly different to Defra conversion factors used for the progress against the target but the difference is not significant).
- 4.5** Column 4 shows the number of pupils registered for each school in the summer of 2013. The summer term figure has been used in order to give the best proxy for the whole financial year April to March. Column 5 shows the figure for emissions per pupil calculated from columns 3 and 4. It is this figure that has been used to order the table. Column 6 shows the change in emissions per pupil from 2012-13 to 2013-14.

- 4.6** Column 7 shows the approximate build date of the main building at the school. Where there are 2 or more substantial buildings at a school of different build dates the first and last build dates have been given. It would generally be expected that newer buildings would have better insulation than older buildings and would therefore use less energy, but there are also other factors to take into account such as building construction, refurbishments, ventilation and air conditioning requirements and the amount of technology installed (for example newer buildings might make more use of IT and use more electricity).
- 4.7** For a small number of schools data was missing or there is a suspected fault with the meter which is being investigated and therefore data has been estimated using a previous year's data. This estimated data has been identified within the tables.

#### Water data

- 4.8** Using data from Thames Water we have carried out a basic desktop analysis on water consumption patterns in Lewisham schools. The data is a mix of actual meter readings and estimated readings and therefore isn't completely accurate. The results are summarised in Appendix 2.
- 4.9** Typical benchmarks for schools on water consumption are 3.99m<sup>3</sup>/pupil in Primary Schools and 4.6 m<sup>3</sup>/pupil in Secondary Schools. If a school is using an above average amount of water it would suggest there is an underlying issue (such as a leak) which should be resolved as soon as possible. Lewisham Council is happy to provide advice and guidance to schools on how resolve any water issues identified.

### **5. Future data collection requirements**

- 5.1** Data for the schools was gathered primarily for the purpose of Carbon Reduction Commitment (CRC) legislation reporting. From 2014-15 onwards Lewisham Council is no longer required to report for this legislation, so alternative data collection arrangements need to be made.
- 5.2** For schools with supplies on the council's corporate contracts data is readily available and can be collected with ease.
- 5.3** For schools with some supplies not on the council's corporate contracts this data can only be obtained from the supplier by the Sustainable Resources team if a valid Letter of Authority (LOA) is provided by the school authorising Sustainable Resources to view data.

- 5.4** Schools with supplies not on the council's corporate contracts are therefore requested to complete a Letter of Authority authorising Sustainable Resources to access data for the purpose of reporting on schools carbon emissions. Requests will be sent out during the autumn term.

**6. Opportunities to improve energy efficiency**

Improved energy data

- 6.1** Schools are currently unable to view the data that the Sustainable Resources team is collecting relating to energy consumption. This data includes invoices, meter readings and half-hourly readings from automated meter reader (AMR) equipment. Access to this data could assist schools in monitoring energy consumption and spend on energy.
- 6.2** Access to better data gives school business managers and premises officers an evidenced-based understanding of energy consumption, which should help schools to understand where improvements can be made and manage costs.
- 6.3** This could be provided through an upgrade to the council's energy management database that would give all schools access to their energy data through a web portal. The quoted cost for this upgrade is £2,750 but there is no budget to support the cost of this upgrade. Subject to the views of the Schools Forum it is proposed that this could be funded from a top-slice of schools funding.

Good practice

- 6.4** A number of schools are already taking action on energy efficiency and carbon reduction. Schools are invited to identify where there may be opportunities for learning and officers from the Sustainable Resources Group can coordinate sharing of existing good practice.

Energy audits

- 6.5** Schools with supplies on the corporate energy contracts schools can request an energy audit from the Sustainable Resources Group. These audits are intended to identify opportunities for energy efficiency and resolve issues with unexplained consumption.
- 6.6** Audits are available on request but are prioritised based on consumption issues (i.e. a site with high unexplained consumption would be prioritised).

Salix funding

- 6.7** One of the biggest barriers to addressing energy issues are the costs of measures. Salix Finance offer interest free loans to the public sector for energy retrofit works, and include a specific schools fund. Loans tend to be between £100,000 to £1m. The Sustainable Resources Group would be happy to work with schools to develop a bid for Salix funding.

RE:FIT framework

- 6.8** RE:FIT is a procurement framework established by the Greater London Authority for energy retrofit works in the public sector. RE:FIT can be used in collaboration with Salix.
- 6.9** One of the central features of RE:FIT is that bidders on the framework guarantee the level of energy savings that are delivered. This helps provide greater levels of assurance that for example can help secure funding.
- 6.10** A Lewisham RE:FIT project would require a certain scale of activity to be viable – equating to approximately £1m expenditure. Individual schools can also apply separately to the London scheme.
- 6.11** The Sustainable Resources Group would be happy to work with schools to develop a RE:FIT bid.

Renewables

- 6.12** Renewable energy technologies offer the opportunity to generate free energy that can be used on site. They can also provide an income stream through the feed-in-tariff and renewable heat incentive.
- 6.13** These income streams have created alternative means of financing renewables including roof leasing offers for solar PV installations where a third party provides the funding.
- 6.14** These third-party financed offers have legal and financial implications, and where they place a charge or legal restriction on the property should only be entered into with the appropriate agreements in place.
- 6.15** The Sustainable Resources Group is able to offer advice on offers schools may have received and can provide alternative quotes for the costs of PV systems. The Sustainable Resources Group can also explain alternative ways

of raising capital including through fundraising programmes as well as crowd sourcing investment.

Staff and pupil engagement

- 6.16** Under the Council's Clean and Green Schools programme the Council supports the costs of energy efficiency themed assemblies for schools through a company called ECO Active. These assemblies are intended to raise awareness of energy efficiency with children and adults at the school and can lead to follow-up activity such as pupil led energy audits and energy saving campaigns. Schools interested in this offer are invited to come forward.
- 6.17** Pupil and staff engagement can make a significant difference to the energy efficiency performance of the school, with up to 10% reductions in energy achieved in successful projects. In secondary schools these can also take on a vocational element providing training in entry level energy management activity. This type of activity requires a focused and time intensive approach that would be outside the scope of existing resources. However the Sustainable Resources Group would be keen to speak with any schools interested in developing this further.
- 6.18** The Sustainable Resources Group is developing a package of training for premises officers expected to be ready from the end of 2014. Schools interested in participating in this are invited to come forward.

Actions for the Schools Forum

- 6.19** The Schools Forum is invited to decide whether the upgrade to the energy management database to include a web portal should be progressed.
- 6.20** Schools individually and collectively are invited to identify in Appendix 3 whether they are interested in following up on the following:
- Case studies and examples of good practice
  - Energy audits
  - Salix funding
  - RE:FIT framework
  - Renewables
  - Staff and pupil engagement
- 6.21** In some cases, particularly on audits and pupil engagement, demand will have to be matched to the available resources, but we will be able to gauge this once schools have identified their requirements.

**6.22** In other cases – particularly Salix funding and RE:FIT we will need a certain level of demand in order to have a viable project.

## **7. Conclusion**

**7.1** The Schools Forum is invited to:

- Discuss the data presented in Appendices 1 and 2
- Use the form provided at Appendix 4 to request follow up support and information
- Agree the proposal to spend £2,750 to create a portal for schools to use to access energy management data

**Martin O'Brien**

Sustainable Resources Group Manager

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## School CO<sub>2</sub> Emissions per Pupil (2013/14)

School	CO <sub>2</sub> Emissions (kg)	Pupil places	CO <sub>2</sub> Emissions per pupil (kg/pupil)	Change in emissions per pupil from last year	Build date (approx.)	
<b>Primary School</b>						
1	St. Bartholomew's Primary	51,616 <sup>2</sup>	303	170	-32	1969
2	St. Winifred's Infants	32,200	177	182	-3	1870
3	Holy Cross Primary	47,534	261	182	-16	1974
4	St. William of York Primary	52,381	279	188	-37	1970
5	Stillness Junior and Infants School	122,368	635	193	-104	1905
6	St. Saviour's Primary	48,831	236	207	-43	1910/2001
7	Brindishe Lee Primary	60,425	279	217	-20	1976
8	Eliot Bank Primary	119,893	551	218	-17	1957
9	Holbeach Primary	110,388 <sup>1</sup>	500	221	-29	1901
10	Marvels Lane Primary	95,180	425	224	-43	1930
11	Brindishe Green Primary	145,807	646	226	-56	1885
12	St. Margaret's Lee Primary	52,979	232	228	-17	1963
13	Baring Primary	63,190	274	231	-21	1883
14	Rathfern Primary	112,891	489	231	-81	1888
15	Coopers Lane Primary	130,681	542	241	-46	1936
16	Dalmain Primary	100,761	415	243	-22	1928
17	Myatt Garden Primary	129,963	522	249	-90	1971
18	Holy Trinity Sydenham Primary	48,579	193	252	-53	1974/1998
19	Launcelot Primary	112,451	445	253	-60	1928
20	Deptford Park Primary	160,881	634	254	-85	1884/1968
21	Ashmead Primary	79,007	309	256	+10	2009
22	Chelwood Nursery School	34,550	132	262	-43	1938
23	Sandhurst Junior and Infants	180,818	678	267	+7	1904/1953
24	All Saints Blackheath Primary	56,303	209	269	-63	1880
25	St. Stephen's Primary	76,544	284	270	-23	1868
26	Haseltine Primary	107,599	398	270	-72	1890
27	St. Joseph's Primary	75,371	278	271	-71	1866
28	Fairlawn Primary (2 sites)	143,839	528	272	-11	1957
29	Our Lady & St. Philip Neri (2 sites)	93,754	344	273	-35	1940
30	St. Augustine's Primary	66,037	241	274	+1	1930
31	Childeric Primary	130,461	476	274	-14	2006
32	St. John The Baptist Primary	57,742	210	275	-35	1963
33	Grinling Gibbons Primary	86,502	306	283	-72	1950
34	John Ball Primary	148,241	518	286	-14	1953
35	Rushey Green Primary	174,305	602	290	-36	2010
36	Rangefield Primary	130,929	449	292	-27	1926
37	Adamsrill Primary	166,228	567	293	+1	1922

38	Good Shepherd Primary	82,816	275	<b>301</b>	-19	1930
39	Christ Church Primary	74,049	245	<b>302</b>	-58	1953
40	Torridon Junior and Infants School	213,939	704	<b>304</b>	+6	1906/2012
41	Edmund Waller Primary	140,590	461	<b>305</b>	-30	1888/1972
42	John Stainer Primary	91,420	297	<b>308</b>	+34	1882
43	Sir Francis Drake Primary	63,141	204	<b>310</b>	-31	1963
44	Dowderry Primary	<b>159,192<sup>3</sup></b>	503	<b>316</b>	+19	1927
45	Lee Manor Primary	151,504	477	<b>318</b>	-66	1911
46	St. Mary Magdalen Primary	62,687	197	<b>318</b>	+37	1880/2000
47	Gordonbrock Primary	184,371	574	<b>321</b>	+15	2012
48	St. James Hatcham Primary	78,260	239	<b>327</b>	-29	1975
49	St. Mary's Primary	85,426	260	<b>329</b>	-71	1860/1950
50	Athelney Primary	<b>168,100<sup>4</sup></b>	511	<b>329</b>	-66	1922/1950
51	Horniman Primary	77,255	231	<b>334</b>	-61	1971
52	Lucas Vale Primary	<b>135,313<sup>5</sup></b>	384	<b>352</b>	-49	1879
53	Turnham Primary	189,519	536	<b>354</b>	-66	1935
54	Kender Primary	127,385	354	<b>360</b>	+11	1930/2012
55	Kelvin Grove Primary	203,656	565	<b>360</b>	-19	1876
56	Perrymount Primary	92,889	254	<b>366</b>	-34	1994
57	St. Winifred's Juniors	65,640	175	<b>375</b>	-56	1960
58	Kilmorie Primary School & PDC	169,870	444	<b>383</b>	-56	1903
59	Beecroft Garden Primary	123,173	312	<b>395</b>	-98	2012
60	St. Michaels Sydenham Primary	90,377	221	<b>409</b>	+18	1871/1891
61	Elfrida Primary	172,833	415	<b>416</b>	-26	1924
62	Forster Park Primary	214,738	496	<b>433</b>	+15	1952
63	Clyde Early Childhood Centre	84,474	109	<b>775</b>	-55	1972

School	CO <sub>2</sub> Emissions (kg)	Pupil places	CO <sub>2</sub> Emissions per pupil (kg/pupil)	Change in emissions per pupil from last year	Build date (approx.)
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#### Secondary School

1	Sydenham Secondary	581,003	1,360	<b>427</b>	-9	1960
2	Deptford Green Secondary - (Includes old and new sites)	454,995	959	<b>474</b>	+53	2012
3	Sedgehill College	781,663	1,379	<b>567</b>	-282	2008
4	Addey and Stanhope Secondary	343,025	597	<b>575</b>	-179	1900/2012
5	Conisborough College	498,596	850	<b>587</b>	-71	2009
6	Bonus Pastor College (2 sites)	457,684	760	<b>602</b>	+74	2012
7	Forest Hill Secondary	886,654	1,421	<b>624</b>	-86	2006
8	Prendergast Hilly Fields College	660,092	862	<b>766</b>	+80	1890/2012
9	Trinity Secondary (2 sites)	454,221	539	<b>843</b>	-202	2010
10	Prendergast Ladywell Fields College	778,710	863	<b>902</b>	-30	2007
11	Prendergast Vale College	530,050	516	<b>1,027</b>	+403	1914/2012

School	CO <sub>2</sub> Emissions (kg)	Pupil places	CO <sub>2</sub> Emissions per pupil (kg/pupil)	Change in emissions per pupil from last year	Build date (approx.)
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**Special School**

1	Brent Knoll Special School	115,961	149	<b>778</b>	-72	1970
2	New Woodlands Special School	122,277	140	<b>873</b>	+153	1980/2006
3	Drumbeat Downham Special School - (Brockley and Downham Sites)	281,119	157	<b>1,791</b>	+978	2013/1970
4	Greenvale Special School	263,112	109	<b>2,414</b>	+5	2007
5	Watergate Special School	250,598	91	<b>2,754</b>	+42	2003

<sup>1</sup> Missing data for one meter – estimated consumption

<sup>2</sup> Electricity meter fault – used last available data for that meter

<sup>3</sup> Electricity meter fault – used last year's data for that meter

<sup>4</sup> Electricity meter fault – used last year's data for meter

<sup>5</sup> Missing data for one meter – estimated consumption

## School Water Consumption (2013/14)

Name	Pupils	Water consumption <sup>1</sup> (m <sup>3</sup> )	Relative consumption (m <sup>3</sup> /pupil)	Performance <sup>2</sup>	
1	Downderry Primary	503	456	0.91	Very good
2	Hatcham College	1809	2035	1.12	Very good
3	Turnham Primary	536	756	1.41	Very good
4	Sandhurst Junior and Infants School	678	1358	2.00	Good
5	Baring School Primary	274	572	2.09	Good
6	Our Lady & St Philip Neri Primary	344	750	2.18	Good
7	Kender Primary	354	779	2.20	Good
8	Beecroft Garden Primary	312	707	2.27	Good
9	Bonus Pastor RC Secondary	759	1906	2.51	Good
10	Ashmead Primary	309	790	2.56	Good
11	Marvels Lane Primary	424	1163	2.74	Good
12	St Mary Magdalen RC Primary	197	551	2.80	Good
13	St Winifreds RC Primary	352	1022	2.90	Good
14	St Stephens CE Primary	284	893	3.14	Good
15	Forest Hill Secondary	1417	4572	3.23	Good
16	Athelney Primary	510	1657	3.25	Good
17	Rushey Green Primary	602	2140	3.55	Good
18	Dalmain Primary School	415	1488	3.59	Good
19	Deptford Park Primary	634	2317	3.65	Good
20	Tidemill Academy	461	1708	3.70	Good
21	Rathfern Primary School	489	1826	3.73	Good
22	Fairlawn Primary School	527	1991	3.78	Good
23	Prendergast Vale College	515	2002	3.89	Good
24	Brindishe Lee Primary School	279	1149	4.12	Average
25	Rangefield Primary School	449	1882	4.19	Average
26	Knights Academy	1495	6378	4.27	Average
27	St Mary's CE Primary	259	1110	4.29	Average
28	Drumbeat Brockley Special School	157	680	4.33	Average
29	All Saints Blackheath Primary	209	912	4.36	Average
30	John Ball J & I Primary	518	2289	4.42	Average
31	St Margaret's Lee C of E	232	1071	4.62	Average
32	Sydenham School	1357	6335	4.67	Average
33	Lucas Vale Primary School	384	1802	4.69	Average

34	Sir Francis Drake Primary	204	1001	4.91	Average
35	Stillness Junior and Infants	635	3218	5.07	Average
36	Brindishe Green Primary	645	3312	5.13	Average
37	St Saviours RC Primary	236	1231	5.22	Average
38	St William of York RC Primary	279	1466	5.25	Average
39	St John The Baptist CE Primary	210	1118	5.32	Average
40	Lee Manor Primary	475	2540	5.35	Average
41	Holbeach Primary	500	2729	5.46	Average
42	St Bartholomews CE Primary	303	1655	5.46	Average
43	St James Hatcham CE Primary	239	1409	5.90	Average
44	Childeric Primary	476	2876	6.04	Poor
45	Holy Cross RC Primary	261	1579	6.05	Poor
46	Launcelot Primary	445	2741	6.16	Poor
47	Kilmorie Primary School & PDC	444	2758	6.21	Poor
48	Perrymount Primary	254	1595	6.28	Poor
49	Elfrida J & I School Primary	415	2633	6.34	Poor
50	Conisborough College	843	5368	6.37	Poor
51	St Michaels Sydenham CE Primary	221	1448	6.55	Poor
52	Myatt Garden Primary	522	3638	6.97	Poor
53	St Augustines RC Primary	241	1694	7.03	Poor
54	Good Shepherd RC Primary	275	2018	7.34	Poor
55	Holy Trinity Sydenham RC Primary	193	1448	7.50	Poor
56	Adamsrill Primary	567	4275	7.54	Poor
57	Kelvin Grove Primary	565	4407	7.80	Poor
58	Addey and Stanhope Secondary	595	5059	8.50	Very Poor
59	Sedgehill College	1375	12068	8.78	Very Poor
60	Grinling Gibbons Primary	306	2699	8.82	Very Poor
61	St Joseph's RC Primary	278	2714	9.76	Very Poor
62	Haseltine Primary	398	3907	9.82	Very Poor
63	Christ Church CE Primary	245	2525	10.31	Very Poor
64	Edmund Waller Primary	461	4767	10.34	Very Poor
65	Forster Park Primary	496	5269	10.62	Very Poor
66	Torridon - Junior and Infants	704	7689	10.92	Very Poor
67	Chelwood Nursery School	132	1526	11.56	Very Poor
68	Brent Knoll Special School	148	2101	14.20	Very Poor
69	Horniman Junior & Infants	231	3646	15.78	Very Poor
70	John Stainer Primary	296	5385	18.19	Very Poor
71	Eliot Bank Primary	551	10763	19.53	Very Poor
72	Prendergast Ladywell Fields College	863	18100	20.97	Very Poor
73	Watergate School	90	1986	22.07	Very Poor
74	Greenvale School	109	3105	28.49	Very Poor
75	New Woodlands Special School	8	495	61.88	Very Poor
76	Clyde Early Childhood Centre	109	No data	-	-
77	Coopers Lane Primary	542	No data	-	-
78	Deptford Green Secondary	955	No data	-	-
79	Gordonbrock Junior and Infants	574	No data	-	-

80	Prendergast Hilly Fields College Secondary	862	No data	-	-
81	St Matthew Academy	1160	No data	-	-
82	Trinity School	537	No data	-	-

<sup>1</sup>Thames Water data for 2013/14 comprising of actual and estimated meter readings

<sup>2</sup>Energy and Water Benchmarks for Maintained Schools in England, Department for Education, 2002

## **Schools with supplies not on the council contract**

Adamsrill Primary  
Addey and Stanhope Secondary  
Bonus Pastor Secondary  
Brent Knoll Special School  
Brindishe Green Primary  
Brindishe Lee Primary  
Conisborough College  
Coopers Lane Primary  
Dalmain Primary  
Deptford Green Secondary  
Drumbeat Special School  
Edmund Waller Primary  
Elfrida Primary  
Eliot Bank Primary  
Holbeach Primary  
Horniman Primary  
Kelvin Grove Primary  
Lee Manor Primary  
Lucas Vale Primary  
Myatt Garden Primary  
New Woodlands Special School  
Prendergast Vale College  
Sedgehill College  
St. Bartholomews Primary  
St. James Hatcham Primary  
St. Michaels Sydenham Primary  
Stillness Junior and Infants  
Sydenham Secondary  
Trinity Secondary  
Watergate Special School

**Schools Forum Energy Efficiency report 2013/14**  
**Follow up activity**

	<b>Support</b>	<b>Tick <input checked="" type="checkbox"/></b>	<b>Name of School</b>	<b>Name of contact at school</b>
1.	Sharing of existing good practice in Lewisham schools			
2.	Energy audits			
3.	Advice on up front funding for energy efficiency works including SALIX loan			
4.	Advice on procurement options including the RE:FIT framework			
5.	Advice on renewables			
6.	Training for premises officers			
7.	School energy assembly			
8.	Development of pupil engagement project			
9.	Follow up discussion on water consumption			

**Completed by:**

**Date:**

## **Financial Update and Budget Monitoring report**

### **1. Purpose of the Report**

This report has three main purposes, it looks at the budget monitoring position of the Dedicated Schools Grant, it considers the latest schools' finance information and the financial position of the mutual funds held by the Forum.

### **2. Recommendation**

- i) The Forum note the report
- ii) Approve the creation of a contingency for secondary schools with falling rolls, funded from the contingency
- iii) Forum member consult their representative bodies for volunteers to help with the catering tendering process.

### **3. Dedicated Schools Grant (DSG)**

#### **3.1 High Needs SEN**

The High Needs SEN budget consist of the funding that is given to Special Schools, Primary and Secondary schools for matrix children and resource basis, FE providers and independent schools. At the end of last year this budget was overspent by £823k. This years forecast is that it will be overspent by £1,577k. The current main pressure is the growth in the number of pupils within the SEN matrix bands. The position will need to be revised once all the Autumn Term numbers have been collected and the review being undertaken on which band of needs each child within each Special Schools falls in, is complete.

Unfortunately it has not been possible for the high needs sub group to meet before the Forum to discuss the position but they will meet in early October. It is recommended until the above become clear the funds put aside from the 2 year funding continues to be held to offset the overspend.

#### **3.2 Early Years Pupil Premium and funding for two-year-olds**

This consultation was launched on 25 June 2014 and closed on 22 August 2014, leaving little time for Schools Forum to respond. The consultation sought views on the introduction of an Early Years Pupil Premium for all disadvantaged three and four year-olds from April

2015, and on moving to participation funding for the early education entitlement for two-year-olds from 2015-16.

The main concerns regarding the consultation are around

- The flat rate funding for the Early Years Pupil Premium across the country. It does not include an adjustment for the higher costs of London.
- Local Authorities will be required to check eligibility for the Pupil Premium. This can be achieved through the governments Eligibility Checking System. Use of which will require legislative changes that are unlikely to be in place by the start date of pupil premium funding and manual checks will be required. There is concern whether Local Authorities can absorb this cost within current financial restraints. London Councils have asked for a delay in the implementation of the system by one year.

### **3.3 Finance Regulations Consultation**

This consultation was issued on the 8 August. This is an annual consultation and usually builds into legislation the funding reforms announcements from the past year. This years consultation does have an unexpected proposal that creates a difficulty with the proposed expansion of Greenvale school expansion for 19-25 children.

The changes proposed would mean the Dedicated Schools Grant cannot be used to fund places or top-up for 19 to 25 year olds in maintained special schools and special academies. This reflects the current position that young people with statements cannot remain in special schools beyond age 19. Without these changes, the introduction of EHC plans would otherwise create an anomaly under the existing funding regulations for maintained special schools. In the DFE words they believe that there are a number of risks associated with extending special school provision up to 25 which may cause uncertainty and volatility in the market as the SEN reforms are introduced. This was not anticipated when Schools Forum discussed this in June 2014.



Special schools can still set up provision for 19 to 25 year olds that is a legally separate entity from the school through the Education Funding Agency's (EFA) market entry process. The DFE believes this ensures the policy objectives are embedded fully in new provision and helps manage the market.

The proposed Greenvale expansion which was discussed at the last meeting of the Forum are now being reviewed in the light of the new guidance. A verbal update will be provided at the meeting.

#### **4. Schools Audit recommendations**

When a school undergoes an internal audit, the audit report makes a number of recommendations. The CYP Directorate should be notified when the recommendations have been implemented. This information is reported to the Internal Control Board. Currently the Internal Control Board are concerned about the number of overdue school recommendations outstanding.

The monitoring of the implementation of the recommendations have proved a challenge especially as the resource levels of the Directorate are reduced.

Under chair's action it was agreed that the Schools Forum endorse a letter to schools requiring that recommendations be implemented. Other work is being undertaken to see whether an automated reminder and collection system can be provided.

#### **5. Catering**

The process to procure a school meals contractor and FM contractor to deliver the school meals service from May 2015 has continued throughout the summer holidays with documentation to support the tender being completed with the support of a number of stakeholders.

Officers have evaluated Pre Qualifying Questionnaires for contractors expressing an interest in tendering for the FM service contract with five contractors being shortlisted.

The timetable from Invitation to Tender (ITT) to contract award has been set out below and you will note the requirement for access to schools.

Date	Activity
12th September 2014	Invitation to tender released
24th September 2014	Tender Briefing for Contractors
w/c 29th September 2014	Tenderer site visits to participating schools
17 <sup>th</sup> October 2014	Deadline for submission of questions
24 <sup>th</sup> October 2014	Tender return date
5 <sup>th</sup> November 2014	Evaluation of tenders completed
14 <sup>th</sup> November 2014	Presentations by shortlisted bidders
End November 2014	Site Visits (if required)
Early January 2015	Contract award – Mayor & Cabinet (Contracts) approval

The council are also looking for interested head teachers and school business managers to participate in the evaluation exercise. In terms of time commitment we envisage that there will be a need to review the specification and evaluation methodology prior to a half day evaluation session.

Members are asked if they wish to volunteer or if they could ask at their representative bodies for volunteers. If anybody would like to participate in the evaluation process or have any queries or concerns related to the tender process please contact Matt Eady on 0208 314 6491 or email [matthew.eady@lewisham.gov.uk](mailto:matthew.eady@lewisham.gov.uk)

## 6. School Budget Plans

At the last meeting (19 June 2014) it was reported that 10% of the schools budget plans remained outstanding. The deadline for making a return was 31 May 2014. However a school should be planning the budget well in advance of this date and confirming the position prior to the start of the year. Currently there are 3 schools who have not submitted plans and we are in communication with all of these.

## 7. Mutual Funds

The Schools Forum has a number of mutual funds it manages on behalf of schools. At the end of the year any balances are returned to schools or rolled forward to the next year. The current position of the funds is described below,

<b>Fund</b>	<b>Budget</b>	<b>Spent or committed to date</b>	<b>Balance</b>
	<b>£000</b>	<b>£000</b>	<b>£000</b>
Growth Fund	<b>1,739</b>	<b>1,535</b>	<b>203</b>
Contingency	<b>1,253</b>	<b>0</b>	<b>1,253</b>
Maternity Fund	<b>831</b>	<b>181</b>	<b>650</b>

### 7.1 Growth Fund

We are in the process of allocating the growth fund to schools, with the final data collection regarding additional places created currently taking place. The 2014/15 Growth Fund budget is £1,739k.

The budget is made up as follows

- £672k bulge classes (equivalent of 12 bulge classes),
- £762 expanding schools (some new, some continuing. Covers 13 schools) and
- £306k continuing funding for resources (funding is paid each year as new places move through the school).

## **7.2 Contingency**

### **7.21 Last years position**

At the end of last year the contingency budget was underspent by £1,063k. This sum has been brought forward. It was expected that this would be available to return to schools. However we have recently had notification of a revaluation of the business rates at Prendergast Ladywell Fields College (PLFC) site of the Leathersellers' Federation of Schools. The assessment has been back dated for 5 years to 2010/11. The total extra charge for the 5 years is £601k. A further revaluation at Gordonbrock Primary School has also been received with a cost of £220k.

There are two other schools, Rushey Green and Forster Park, for whom sizeable revaluations are anticipated.

The next general revaluation of the school estate will take place in 2017. With the expansion of schools places it is likely that there will be increases in the funding requirement. Any extra funding will need to be found within the DSG.

### **7.22 No further bids have been made since the last meeting of the Forum.**

### **7.23 Creation of a contingency for secondary schools with falling rolls**

At the last Forum it was discussed whether we should set aside part of the contingency to support secondary schools with falling rolls. The current regulations allow this to happen for good or outstanding schools where the school roll is falling but is expected to rise again shortly as the primary bulge comes through the secondary sector. This funding support is to avoid the situation where a school may need to reduce the teaching complement to balance their budget, incurring redundancy costs only to need to employ extra teachers in a few years time.

It is proposed that support would be available where

- Schools were judged Good or Outstanding at their last Ofsted inspection
- Local planning data shows a drop in pupils of more than 60 and then a future rise within the next 3 years to a level above that at the time of the application for funds.

- Funding will be provided for the cost of a teacher on a per pupil basis
- The school would need to make redundancies in order to contain spending within its formula budget
- There will be an annual review
- An application for funding is made to the Schools Forum

It is further proposed that the funding

- Be provided for the cost of a teacher on a per pupil basis
- Be subject to annual review

### **7.3 Non-Sickness Supply Fund**

At the end of last year the non-sickness supply budget was under spent by £89k. The Summer Term claims breakdown as shown in the table below.

Phase	Claim Type	Number	Amount	Average
			£	£
Primary	Jury	3	1,387	462
	Maternity	11	65,867	5,988
	Paternity	1	1,640	1,640
	Suspension	2	7,387	3,694
		17	76,281	4,487
Secondary*	Jury Service	2	1,418	709
	Maternity	11	87,955	7,996
		13	89,372	6,875
Special	Maternity	2	9,323	4,662
	Suspension	1	5,904	5,904
		3	15,227	5,076
		33	180,880	5,481

\* includes all-through schools

**8 Conclusion**

The High Needs block still causes concern and it is expected that it will overspend again this year despite being supported by the carry forward. That carry forward will not be available next year and it still expected that there will be a shortfall of £2m. The work of the high needs group continues to be essential, they meet in October and will need to formulate proposals for the Forum December budget setting meeting to address the overspend

Dave Richards

Group Finance Manager – Children and Young People

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[Dave.Richards@Lewisham.gov.uk](mailto:Dave.Richards@Lewisham.gov.uk)

## **Funding Reviews**

### **1. Purpose Of This Report**

Under the current funding regulations the budget for the next financial year (2015/16) has to be set in December. With this timescale, it is not possible for members to give full and appropriate consideration to all spending proposals if officers brought them to one meeting. As an alternative it was agreed that during the year, progress reports would be provided to the Forum. The report is provided to enable Forum members to decide on the future level of the budget to support for Trade Union.

### **2. Recommendations**

- The Forum note the proportionally reducing cost of the union support shown in section 3.4
- The Forum agree to contain the costs within the current budget.
- The Forum ask officers to draw up a service level agreement for academies to buy into the trade union activities
- Ask officers to continue discussions with the unions and report back to the Forum on the treatment of national executive time and the inclusion of support staff unions within the DSG provision.

## **3. Trade Unions**

### **3.1. Background**

Trade union representatives are entitled to reasonable paid time off (known as facility time) to take part in trade union duties, such as negotiating with employers and representing members in grievance procedures. The DFE issued a consultation on 19 September 2013 to gather views from employers, school leaders, representative organisations, teachers and members of the public about trade union facility time.

The DFE were seeking views on the percentage of a school employer's pay bill that should be used to fund trade union facility time, and what could be considered reasonable time off for trade union duties for representatives working in schools. The DFE also asked whether trade union representatives should be accountable to employers and managers for the work carried out in facility time, and whether details of spending should be gathered and published and how facility time arrangements could be made more efficient.

**3.2** The key findings and comments are as follows:

- There is substantial flexibility for maintained schools and, in particular, academies, to determine their own approaches to facility time to ensure positive workplace relations.
- All union representatives who receive facility time to represent members employed in schools should spend the majority of their working hours carrying out their main duties as school employees.
- Employers should ensure that spending on facility time is as efficient as possible.
- There should be full accountability and transparency on facility time given to trade unions

**3.3** As with maintained schools, funding for trade union facility time is delegated to academies and free schools in the first instance. This gives them the flexibility to manage their own facility time budgets.

Where the employer (i.e. the academy trust) recognises trade unions, union representatives working in the academy or free school are entitled to reasonable time off. This could be agreed formally, or on an ad hoc basis as needed. A number of academies manage their own facility time arrangements at school level. Others have made the decision to buy into local facility time services by agreement, to be reviewed regularly. Some larger academy trusts have set up their own agreements directly with recognised trade unions. In some areas groups of academies share the cost of facility time, and review their pooled allocation on a regular basis

**3.4** In Lewisham the funding for trade unions is delegated to schools but de-delegated and held centrally under the powers of the Schools Forum.

The current spend in Lewisham is as follows:



<b>Year</b>	<b>Allocated Budget (excluding overheads)</b>	<b>Cost per pupil</b>	<b>Percentage of Teaching pay bill</b>
	£'000	£	%
2009/11	126	3.89	0.12
2010/11	126	3.88	0.12
2011/12	126	3.91	0.12
2012/13	126	3.76	0.12
2013/14	126	3.70	0.11

From the above it can be seen that while the budget for trade unions has stayed at the same cash level over the past five years, in real terms when inflation is taken into account it has reduced. If we look at the unit costs in the above table it also shows a reduction as the budget supports more pupils and teachers.

The current support provided to the unions is as follows:

	Actual Spend £'000
Ass of Teachers & Lecturers	21
National Ass of Head Teachers	4
National Ass of Schoolmasters Union of Women Teachers	32
National Union of Teachers	73
TOTAL	130

In all there are 5 union reps based in schools. There is no support given to the administrative and support staff unions from this budget. Those costs are supported by the General Fund of the Council.

- 3.5** Published data on current facility time spending shows significant variation in spending; from £1.00 per pupil per annum in one local authority, to £5.70 per pupil per annum in a local authority of a similar size. The Department for Education having taken into account the need for flexibility according to local circumstances believes that this is an unacceptable level of variation. They take the view from their recent consultation that reductions in overall facility time spending can be made, whilst still allowing for flexibility according to local circumstances. If Lewisham was to reduce the funding support to £1.00 per pupil the budget would be £36k.

- 3.6** The department's review found that many local authorities and other employers have already reduced spending to approximately 0.1% of the pay bill, and others have made further reductions to 0.05% or less. This should include funding for all trade union representatives based in schools; representing support staff, classroom teachers and school leaders. The current percentage in Lewisham is 0.11%; to reduce the funding to 0.05% would mean a reduction of the budget to £63k.
- 3.7** Although it is not the case in Lewisham, most local authorities allow academies to buy into central facility time funds, but academy trusts report that charges range from less than £1 per pupil per annum to more than £7 per pupil per annum, and the benefits of buying into the service are often unclear. Some local authorities charge academies significantly more than the amount paid in by maintained schools, and some do not allow academies to buy into funding arrangements at all. The Schools Forum could ask officers to make provision for Academies to buy into the Lewisham arrangements.
- 3.8** Unusually in Lewisham, three trade union representatives sit on the national executive of their unions. This is not usually the case and most authorities while they may have one representative most do not have any. This of course comes at a cost to the schools in Lewisham with the benefit covering all authorities. As part of the recommendations in this report corporate discussions are proposed to be held with the unions on matters in the report and it proposed that this issue is also considered to see if a more equitable solution can be found for Lewisham schools.

## Financial Management in Schools

### 1. Purpose Of The Report

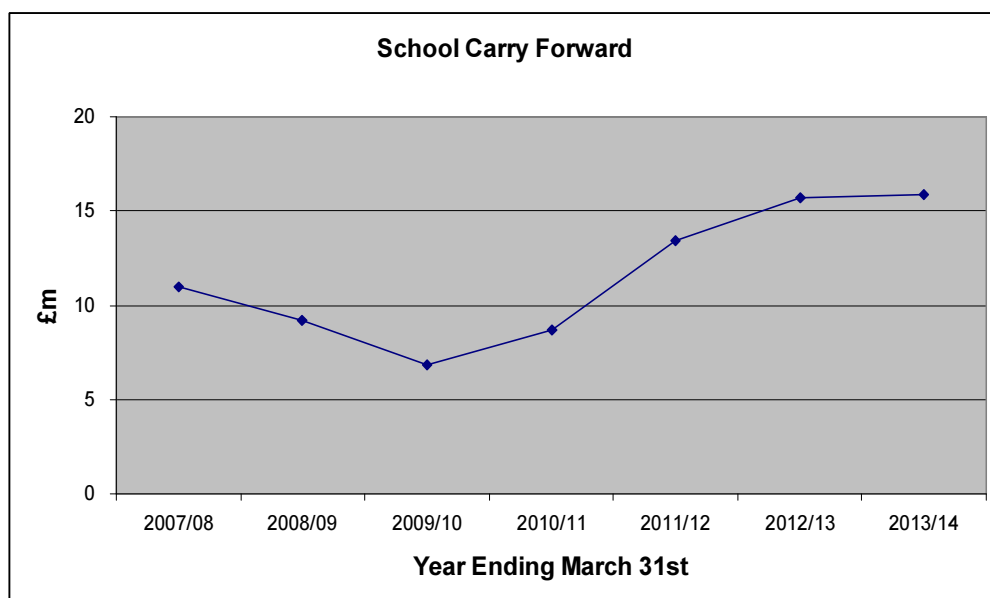
At the Forum meeting on 19 June 2014 the schools' carry forward position was discussed. The report also highlighted the recent press reports regarding poor financial management and probity in schools, particularly in academies and free schools. This reports provides carry forward comparisons with other Local Authorities and then considers actions that could be taken to help schools or allow schools to support themselves.

### 2. Recommendation

- i) The Forum note the position on the benchmarking of the carry forwards
- ii) The Forum agree to setting up on a trial basis a peer review system on schools finance

### 3. Carry Forwards

- 3.1 At the end of the 2013/14 financial year (31 March 2014) the total year end balances in schools was £15.9m. The balance at the end of the previous year stood at £15.7m (31 March 2013). This has stopped the trend of recent years where the carry forward balance in schools was increasing significantly year on year. The amount of funds that are deemed as excess balances (8% of schools budget in Primary and Special schools, 5% in Secondary) has fallen from £5.5m to £4.7m.



As a percentage of the DSG the level of carry forward has fallen between 2012/13 and 2013/14. The figures since 2007 are as follows

Year	Carry Forward	%
	£	
2007/08	£10,984,353	6.3%
2008/09	£9,239,829	5.2%
2009/10	£6,863,450	3.7%
2010/11	£8,671,814	4.4%
2011/12	£13,408,488	6.6%
2012/13	£15,694,267	7.6%
2013/14	£15,875,366	6.9%

**3.2** The average percentage balance for Primary schools is 8% and 3% for Secondary Schools. For schools overall the percentage carry forward is 7%.

**3.3** Schools have the opportunity to highlight amounts that they feel should be taken into consideration when the balances are reported. For example internal payments on PFI schemes, advancements of future years' federation funding and balances held on behalf of other schools. These adjustment total £1.9m. Taking these into account, the balance in schools would reduce to £13.9m

**3.4 Benchmarking Data**

At the current point in time the 2013/14 data has not been published by the Department for Education. The latest data for Inner London Authorities is shown below. The table shows that Lewisham's position compares well with all Local Authorities in London.

**Schools  
Forum  
25 September 2014  
Item 6**

	Total number of schools	Total revenue balance *(£000)	Average revenue balance (£000 per school)	Rank	Total revenue balance as a % of total revenue income	Rank
Camden	56	£14,179	£253	7	8.7%	9
City of London	1	£302	£302	5	14.9%	1
Hackney	66	£22,586	£342	1	12.3%	2
Hammersmith & Fulham	48	£12,465	£260	6	11.4%	4
Haringey	78	£7,174	£92	14	3.5%	14
Islington	56	£10,175	£182	12	6.8%	12
Kensington & Chelsea	36	£8,892	£247	8	10.9%	5
Lambeth	76	£13,880	£183	11	6.7%	13
<b>Lewisham</b>	<b>85</b>	<b>£16,234</b>	<b>£191</b>	<b>10</b>	<b>7.2%</b>	<b>11</b>
Newham	88	£28,296	£322	3	8.7%	9
Southwark	84	£17,195	£205	9	9.1%	8
Tower Hamlets	93	£30,691	£330	2	9.8%	6
Wandsworth	72	£22,105	£307	4	12.2%	3
Westminster	48	£8,465	£176	13	9.6%	7
	887	£212,639	£240			

\*This includes external funds

- 3.5** It would appear from the above that Lewisham benchmarks quite well with other inner London Authorities. That is not to say that we should not continue to review annually the balances position in Lewisham schools.

#### **4. Background – Financial Management in Schools**

- 4.1** There have been a number of issues highlighted in the press recently regarding poor financial management and probity in schools, particularly in academies and free schools. It is probably right that consideration be given to how to help improve and strengthen all schools financial management in all schools.

- 4.2** The DFE now require all Local Authorities to report to them, on an annual basis, instances of fraud within maintained schools.

**5 Judging the Standard of Financial Management in Schools**

- 5.1** It is difficult to judge the standard of financial management in schools without some form of individual assessment. There is though some evidence readily available that will allow us to draw conclusions. This includes

- Internal Audit Reports
- Schools Financial Value Standard
- Bank Reconciliations
- Budget plans outstanding
- Unexpected deficit carry forwards
- Unpredicted excess carry forwards
- Lateness of returns
- Number of audit recommendations outstanding

- 5.2** A summary of schools performance is shown below

<b>Cumulative carry forward forecast of schools in Lewisham</b>		
	£'000	%
When setting the Budget	6,842	43%
September budget monitoring	10,414	66%
December budget monitoring	12,058	76%
Final Carry forward	15,875	100%
<b>VAT returns</b>	6 out of 12 returns are late	
<b>School Finance Value Standard(SFVS)*</b>		
	Averages per school	Overall Total
Yes	22	1833
Part	1	61
No	0	14
TOTAL	23	1908
<b>Internal Audit Reports</b>		
	Averages per school	Overall Total
Total Recommendations	5	411
High Priority	0	21
Medium Priority	2	151
Low Priority	3	239
	On average 2.3 out of 4 returns are late	
<b>Bank reconciliations returned late</b>	On average 2.3 out of 4 returns are late	
<b>Bank reconciliations not agreed</b>	15	

\* **School Finance Value Standard (SFVS)** is a self assessment questionnaire consisting of 23 questions to evidence the effective financial management of school resources. School Governors have to answer "Yes" they meet the requirement, "no" they do meet the standard or "part" to indicate they are working towards the standard.

The following are examples of individual schools

	<b>School 1</b>	<b>School 2</b>	<b>School 3</b>
<b>Number of Audit Recommendations</b>	5	23	10
<b>Audit assurance level</b>	satisfactory	no assurance	limited
<b>SFVS</b>	22 Yes answers	21 Yes (1 part 1 no)	23 yes
<b>Financial Forecast</b>	£60k surplus January to £50k deficit at year end	£10k forecast to overspend final position £3k overspent	£45k surplus in January to end year position £349k
<b>VAT returns</b>	Half of them late	8 of 12 late	Over half made on time

The question that is difficult to determine is whether this data is sufficient to indicate good or poor financial management. Certainly, it is hard to reconcile a position where an Internal Audit assesses a school as providing “No Assurance” but the Governors assess the school meets 21 of the standards in the SFVS.

## **6. Other aspects**

- 6.1** The financial management discussed above mainly concentrates on system controls and looks at accuracy of forecasting. There are other aspects to ensure the appropriate use of resources. It is more difficult to predict the strength of this within schools. One of the expectations of a finance professional would be the ability to use benchmarking data and to challenge the norm so the most effective use of resource decisions are made. To know the extent to which individual schools can do this is uncertain and no evidence is readily available.
- 6.2** We do know that the performance of a school is often reflected in their cost structure. How widely this is looked at by schools is uncertain. The table below compares the cost per pupil for Lewisham schools who are in the lowest performance quartile with those schools in the highest quartile.



Heading	Lowest quartile of schools performance £	Highest quartile of schools performance £
Teaching Staff per pupil	2790	2868
Supply per pupil	203	154
Education Support Staff per pupil (excl SEN matrix)	1059	995
Admin & Clerical per pupil	274	277
Premises Staff per pupil	184	198
Caretaking and Cleaning per pupil	40	37
Energy per pupil	70	58
Learning Resources per pupil	271	306
ICT Learning Resources per pupil	108	120
Bought in Professional Fees per pupil	63	132

**6.3** In total cost terms the differences are not in themselves significant but the better performing schools appear to invest less in Education support staff and supply costs and invest the savings mostly in teaching staff but also in curriculum resources and bought in services. This mirrors the data produced by DFE in their report last year. There is some evidence therefore, that a schools with better performance invest in their teaching staff.

## **7. How do we improve financial management?**

In order to answer this we firstly need to assess where room for improvement may lie.

- Is it governors not providing the right challenge?
- Headteachers providing the right challenge?
- Is Audit too system based?
- Are the current central finance support procedures purchased by schools appropriate?
- Are the skill set and mindsets of finance teams within schools appropriate?

It is probably true that all areas could be improved and that marginal improvement in all areas would contribute to a significant impact. It is likely that schools will have different strengths and areas for improvement.

**7.1** With less and less resource there is limited capacity at the centre to provide close scrutiny and the range support that maybe required. There are other approaches that need to be considered.

- Efficiency benchmarking club - this has started but has had little impact to date – and will be re-invigorated.
- Strategic Finance Consultancy service - This maybe helpful in providing an independent view, but there would appear to be insufficient resource to provide a service that could be valued by schools. A service would need to be grown through additional capacity with the risk that schools interest did not cover the costs incurred.
- Peer review with finance professionals across the sectors, drawn from maintained schools, academies and local authority staff. This would bring in an extended range of skills that could combine together to provide a more comprehensive package for schools.

## **7.2 How could a peer review work**

Such a review would entail bringing together a team of finance experts and related disciplines. The structure of the team may consist of a Headteacher, governor, school business manager as well as a finance professional. They would be tasked with reviewing a school by holding discussions with senior staff in the school and governors and providing a report. The aim of the process would be to identify and share good practice in financial management. This would include:

- Governor processes to exercise challenge;
- the use of benchmarking data to drive change;
- the use of unit costs in assessing value for money;
- the approaches to delivering support services e.g. sharing or collaborative arrangements that promote vfm.

A secondary school review may need different personnel to that for a primary review.

The whole process would need volunteers to be involved and in the initial period, it would also require a school willing to be subject to the review. Follow this an assessment would be made of whether this programme could have a wider remit.

## 8. Conclusion

While the actual performance of schools in terms of financial management is important it is perhaps more important that we should be striving for continuous improvement. The peer review is a way to bring together a multi-disciplinary team that could command respect in schools and provided a well rounded approach. In order to be successful it will need to function on a voluntary basis.

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## For information

CIPFA top tips on financial management

### 1. Know who you are employing

Employing someone who does not have the qualification can lead to both reputational and financial damage. Look out for original documents, proper references on headed paper and check what you are given.

- Check qualifications and references, check employment history.

## 2. Ensure you have the right governance in place to prevent fraud

Make sure you have written processes in place, staff are trained and understand responsibilities. Put in place checks where finance and payments are involved.

- Spot checks and segregation on duties on pay awards, payroll, claims, and expenses

## 3. Sensible procurement

Letting contracts, ordering supplies and payments opens the door to opportunities for fraud and corruption if proper procedures are not in place.

- check you have governance in place
- make sure you have declarations of interest, hospitality books and that these are checked
- are contracts split and who is awarding them and what processes are they using?
- check leasing agreements are necessary and genuine
- watch out for photocopier leasing details, this is a common problem.

## 4. Financial management

Put in place governance over financial agreements, cheque books, income from leasing halls or rooms and what funds are spent on.

- make sure there are checks on payments
- ensure revenue streams are monitored
- watch out for false invoices.

## 5. Mandate fraud

Make sure if a supplier asks for his bank details to be changed that this is correct and the genuine supplier.

Finally, make sure you have a procedure for staff and governors to report concerns through and that there is an independent route. Publicise the reporting route - and make sure you give staff and governors some basic fraud awareness training.

## School Places

### 1. Purpose Of This Report

The purpose of this report is to update Forum members on the current position on schools places and the likely needs and capital requirement over the coming years.

### 2. Recommendations

The Forum note the report

### 3. School places, both primary and secondary, for the 2013/14 and 2014/15 academic years

These tables shows the number of pupils by year group in Lewisham primary and secondary schools for the current academic year and for the next academic year.

<b>Actual for 2013/14 – numbers by year group (based on Jan 2014 Spring Census – numbers on the roll)</b>			
<b>Primary</b>		<b>Secondary</b>	
<b>Reception</b>	3660	<b>Year 7</b>	2268
<b>Year 1</b>	3792	<b>Yr 8</b>	2336
<b>Year 2</b>	3611	<b>Yr 9</b>	2493
<b>Year 3</b>	3447	<b>Yr 10</b>	2254
<b>Year 4</b>	3234	<b>Yr 11</b>	2256
<b>Year 5</b>	3029	<b>Yr 12</b>	963
<b>Year 6</b>	2865	<b>Yr 13</b>	745
<b>Total</b>	<b>23,638</b>	<b>Total</b>	<b>13,315</b>

<b>Predicted for 2014/15 – based on July 2014 SCAP figures</b>			
<b>Primary</b>		<b>Secondary</b>	
<b>Reception</b>	3989	<b>Year 7</b>	2432
<b>Year 1</b>	3757	<b>Yr 8</b>	2266
<b>Year 2</b>	3803	<b>Yr 9</b>	2317
<b>Year 3</b>	3588	<b>Yr 10</b>	2488
<b>Year 4</b>	3436	<b>Yr 11</b>	2155
<b>Year 5</b>	3230	<b>Yr 12</b>	1007
<b>Year 6</b>	3018	<b>Yr 13</b>	720
<b>Total</b>	<b>24,821</b>	<b>Total</b>	<b>13,385</b>

#### 4. Assessment for future years

This table shows the projected number of pupils by year group in Lewisham primary and secondary schools for the future academic years (this data was submitted as part of the SCAP return in July 2014).

<b>Forecast Year</b>	<b>R</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<b>Primary</b>							
<b>2015/16</b>	3946	4017	3751	3753	3565	3426	3227
<b>2016/17</b>	3891	3985	4020	3715	3742	3565	3430
<b>2017/18</b>	3923	3937	3995	3987	3708	3749	3577
<b>2018/19</b>	4001	3977	3955	3971	3991	3724	3764
<b>Forecast Year</b>	<b>7</b>	<b>8</b>	<b>9</b>	<b>10</b>	<b>11</b>	<b>12</b>	<b>13</b>
<b>Secondary</b>							
<b>2015/16</b>	2548	2455	2285	2345	2415	997	748
<b>2016/17</b>	2731	2583	2486	2323	2287	1128	751
<b>2017/18</b>	2910	2776	2624	2536	2274	1078	856
<b>2018/19</b>	3041	2970	2832	2688	2493	1085	832
<b>2019/20</b>	3184	3075	3000	2871	2614	1160	811
<b>2020/21</b>	3148	3220	3107	3042	2793	1216	867

#### **4.1 Reception**

After a modest dip in 2016/17, the number of pupils in Reception classes is predicted to rise further to approximately 4000 in 2018/19.

To meet this additional demand of approximately 330 places per year (2,350 places overall), the LA has proposals in hand to permanently expand 2 schools through schemes part-funded by Targeted Basic Need which will deliver 420 places and 1 scheme through the Priority Schools Building programme which will deliver 210 places. There is sufficient Basic Need funding remaining to deliver a further 420 places through expansions, This leaves a shortfall of 180 places a year to be met through temporary expansions.

#### **4.2 Year 7**

The number of pupils in Year 7 is predicted to rise by approximately 60 (2FE) in 2014/15. This will result in a reduced surplus of about 270 (9FE).

The number of pupils in Year 7 is currently 79% of the number in Year 6, and is predicted to rise to 80.5% in 2014/15.

Year 7 demand is projected to continue to rise from 2015 /16 as the larger cohorts reach secondary transfer and as there will be less opportunity to access places in other boroughs.

In 2015/16 the surplus is predicted to reduce to circa 120 (4FE), with no surplus places in 2016/17 and a demand for up to an additional 180 places (6 FE) in 2017/18 . We have plans to expand two existing secondary schools over the next three years. However, meeting an additional demand of 330 places (11FE) in 2018/19 will also require a new 6 FE secondary school to be open by this date at the latest, and another new school of similar size will be required by 2019/20 .

#### **5 Resources**

Taking into account its current resources from government grant to 2017 and anticipated Section 106 contributions, in order to meet demand for additional primary and secondary provision the local authority needs an extra £27m for September 2016 projects, rising to £50m by 2019. The shortfall of £50m includes provision for two secondary schools but assumes Lewisham would attract a basic need grant of £28m between 2017 and 2019. This does not factor in the probable need for a new generic Special School over this period which might cost another £11m.

6. September 2014: Permanent and Partial Enlargements

<b>Locality 1 Forest Hill, Sydenham</b>				
	<b>Planned Admission Number</b>	<b>Additional Places</b>	<b>Overall</b>	<b>Type</b>
Haseltine Primary School	60	30	90	Temporary Expansion
Kelvin Grove Primary School	90	30	120	Temporary Expansion
<b>Locality 2 Lee Green</b>				
St Winifred's Catholic Infant School	45	15	60	Temporary Expansion
<b>Locality 3 Brockley, Lewisham, Telegraph Hill</b>				
Beecroft Garden Primary School	60	30	90	Temporary Expansion
John Stainer Primary School	60		60	Permanent Expansion
Lucas Vale Primary School	60	30	90	Temporary Expansion
Prendergast Primary	60		60	New 2FE
<b>Locality 4 Catford, Bellingham, Grove Park</b>				
Coopers Lane Primary School	60	30	90	Permanent expansion
Elfrida Primary School	60	30	90	Temporary Expansion
Forster Park Primary School	60	30	90	Temporary Expansion
Rushey Green Primary School	90		90	Permanent expansion
Torridon Infant School	90	30	120	Temporary Expansion
<b>Locality 5 Deptford, New Cross</b>				
Deptford Park Primary School	90	30	120	Temporary Expansion
Kender School	60	30	90	Temporary Expansion
<b>Locality 6 Downham</b>				
Launcelot Primary School	60	30	90	Temporary Expansion

Since 2008, over three-quarters of our primary schools have been expanded.